



## **Africa Institute for Environmentally Sound Management of Hazardous and Other Wastes**

Environment House, 473 Steve Biko Road; Private Bag X447, Pretoria 0001, South Africa.

Office GF A3 East

Tel. 27-12-399 9862

[www.africainstitute.info](http://www.africainstitute.info)

### **EXECUTIVE DIRECTOR (3 YEARS), PRETORIA**

The Africa Institute is an Intergovernmental Organization that serves as a Regional Centre for the chemicals and hazardous waste Multilateral Environmental Agreements (MEAs) for the English-speaking African countries. The Institute is seeking to employ an Executive Director on a three (3) year performance-based contract, with the possibility of a renewal for a further term to be determined by the Council of the Institute. The incumbent will be paid an all-inclusive remuneration package of R1, 269 951,00. Expatriates are exempted from the South African taxation laws, whereas South Africans are not.

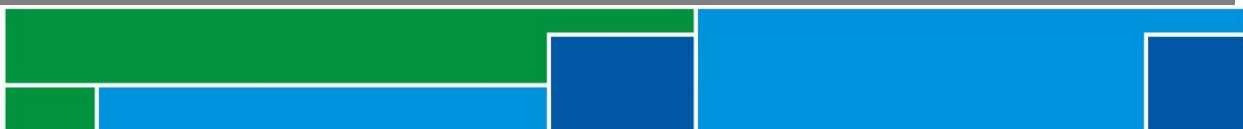
#### **Qualifications and experience**

The following are the mandatory requirements:

- A Masters degree in the Natural Sciences/Environmental Management/Environmental Sciences/Environmental Engineering, or Chemical Engineering. A PhD will be an added advantage.
- Experience in management of chemicals, hazardous waste, and environmental pollutants.
- Experience in chemicals and waste Multilateral Agreements, and negotiation skills
- Excellent written and communication skills in English, sound organizing, planning, analytical, innovative, problem solving, people management and interpersonal skills.
- Proven experience in financial management, donor funded projects, experience in developing and implementing projects in the African setting.
- A minimum of 8 years' experience at senior management level is required.
- In pursuit of promoting representation of member countries of the Africa Institute, at all levels of the Institute the applicant must be from a member country that has not been represented at the Executive Director level Institute previously.
- In advancing gender equality, a female competent candidate will be given preference.
- The current EXCO and Council members are not eligible to apply for the Executive Director post.
- Candidates from countries that have outstanding membership contributions for more than 5 years are not eligible to apply.

#### **Responsibilities and duties (Key performance areas)**

- Provide strategic leadership to the Africa Institute
- Effectively source donor funding for the implementation of the MEAs projects in member countries.
- Enter into beneficial agreements with relevant and reputable international and regional organizations on behalf of the Institute.
- Develop relevant bankable project proposals and submit to donors or financial agencies to facilitate effective implementation of MEAs in member countries.
- Conceptualize and render relevant and effective training and capacity building initiatives to member and potential member countries.
- Facilitate relevant information exchange and technology transfer for member and potential member countries.
- Oversee the implementation of projects to facilitate the effective implementation of the chemicals and waste MEAs in member and potential member countries where the projects are implemented, for the sound



management of chemicals and waste throughout their life cycle and value chain in compliance with MEAs that they are Parties to.

- Oversee the effective preparation and servicing of the meetings of the EXCO and Council.
- Prepare and submit annually to the Council annual audited statements; an intentional program of work, and budget that would advance the work of the Institute.
- Ensure that staff is managed in a manner that contributes to the achievement of the vision, aim and objectives of the Institute.
- Manage, encourage, and support the staff to achieve the best performance.
- Market the Institute, mobilize resources for the AI, and maintain close beneficial linkages with relevant and reputable institutions internationally and within the African region for the management of chemicals and hazardous waste.
- Sign agreements, oversee, monitor and evaluate the performance of the staff towards the realisation of the vision and the achievement of the aims and the objectives Institute.
- Ensure that effective structures, systems and policies are in place to manage the performance, finances, auditing, human resources and information technology services of the Institute.
- Appoint staff in accordance with the recruitment policies of the Institute within the available financial resources.
- Build capacity for research and training coordinated.
- Develop and advance the Institute by suggesting to Council for approval relevant initiatives, and also by recruiting more countries to ratify the Africa Institute Agreement.
- Perform any other functions assigned by the Council.

In order to be considered, applications must be accompanied by certified copies of qualifications, a comprehensive CV and names and full contact details of three referees. Correspondence will be limited to short-listed candidates only. If you have not been contacted after a month after the closing date of this advertisement, please accept that your application was unsuccessful.

Applications must be sent to:

The Executive Director  
Africa Institute  
Private Bag X447  
PRETORIA  
0001

Email: [nmasha@dfe.gov.za](mailto:nmasha@dfe.gov.za)

Enquiries: Ms Neo Masha (+27-12 399 9862)

Closing date: 31 August 2023

